

BOROUGH LAND USE (BUILDING)/USE & OCCUPANCY PERMIT PROCESS

The Building Permit process starts with a Land Use (Building)/use & Occupancy Permit Application, which needs to be filled out and returned. **As of May 2010, all Applications must be signed by the Property Owner.** Applications for this are available at Borough Hall, 100 S. Second Street, 2nd Floor or you can call (717) 261-3221. After the application is received and approved, you will receive a letter stating that you may continue with the Land Use (Building)/Use & Occupancy Permit Process. There is no cost for the Borough part of the process. The letter that you receive will state that you may then go to Commonwealth Code Inspection Service to apply for the actual Land Use (Building)/Use & Occupancy Permit. You will deal with Commonwealth Code Inspection Service from this point forward. They will do the inspections and bill you accordingly.

Please be advised that effective April 2010 contractors working on houses built before 1978 must be certified according to the Environmental Protection Agency (EPA) Renovation, Repair and Painting Program. Certification is required for contractors performing renovation, repair and painting projects that disturb lead-based paint in houses built before 1978. A copy of the EPA Lead-Based Paint Renovation, Repair and Painting Program handbook can be obtained at Borough Hall.